

# Webmeister

(Website Chair)

Design and maintain the website to make it attractive to members and visitors.

- Website should include the officers' names and means of contacting them.
- Coordinate website content (calendar, upcoming event announcements, articles, event photos, social media links, classified ads, etc.).
- Ensure the website is current and it facilitates a high level of communication within the region.
- Update the graphical style of the website as required.
- Perform routine site maintenance that includes upgrades, security patches, archives, and backups.
- Appoint a co-admin to provide for continuity during vacations, illness, and emergencies.
- Stay informed on hosting consideration, content management solutions, and security, implementing new solutions as needed.
- Acts as a point of contact for other region webmasters and website development.
- Coordinates the region's entry in the National website contest,
- Updates the region's photo sharing site as event pictures are made available.

The region's website is hosted and supported by PCA National.